

IMPLEMENTATION

The following Implementation Table summarizes the over 230 implementing actions of the various Plan elements. Listed is a summary of each action from each Plan element, the suggested lead agency to implement the action, and the time period when the action is expected to be initiated. The primary purpose of the table is to provide an easy reference list and a sense of the timing to be used by Town staff, boards, and the responsible entities. This may be used as an annual guide to document progress in implementing the Plan. After reviewing and adopting this Plan, the Planning Board agreed to review the status and execution of these implementing actions, beginning each May and continuing through the summer months as needed depending on timing and workflow.

The columns of the Implementation Table are as follows:

- Action** The identifying number of each implementing action from each element.
- Action Summary** A brief description of the implementing action.
- Lead Agency** The suggested Town department, board, or committee that should take responsibility for implementing the action, listed in order of responsibility.
- Ongoing** The action is already in progress and/or should be done on a regular basis.
- Short Term** Expected to be initiated within two years.
- Mid Term** Expected to be initiated within three to five years.
- Long Term** Expected to be initiated after five years.
- High Priority** A major area of concern that needs implementation as soon as possible.

The challenge of addressing this demanding agenda inevitably falls most heavily on the Select Board and Planning Board and the Planning Division, but others also are called upon to do a great deal. Keeping up with the schedule will call for careful priority setting and coordination among the responsible groups.

To assure sound implementation of this broad agenda, ongoing coordination and direction will be needed. Westwood has a strong tradition of Town organizations working closely together, and now has the staff and organizational structure to make that effort work.

This list of actions reflects not only the judgement of the Comprehensive Plan Steering Committee and the Planning Board, but also the concurrence of the many organizations who reviewed and made suggestions on this Plan. Gaining that concurrence took some time but was worth pursuing. The Plan represents the collective intentions of the boards, agencies, and officials involved, as well as the broad array of citizens who participated.

The responsibility for Plan adoption lies with the Planning Board. The intention is that the Board will annually review the Implementation Table to help guide efforts over the forthcoming year. The Board will also provide each agency with a convenient format to update its progress, and to explain any departures from the implementation schedule. After the current coronavirus pandemic is stabilized the Town and Board will review and evaluate any necessary changes and re-examine priorities as needed.

Regularly plan to set aside time and resources for updates are of critical importance and are recommended for every seven to ten years. An update generally takes two years to complete, therefore, this Plan recommends beginning the update process no later than seven years from adoption or 2027. As noted in the introduction, this plan was finalized during a period of extraordinary disruption and uncertainty about future conditions due to the COVID-19 pandemic. If certain changes brought about by the pandemic become long-term trends, it is possible that the Planning Board will want to revisit some of these measures in a couple years within a shorter timeframe.

COMPREHENSIVE PLAN IMPLEMENTATION TABLE									
Action	Action Summary	Lead Agency	Ongoing	Short Term	Mid Term	Long Term	High Priority	2024 Updates	Future Recommendations
Housing									

COMPREHENSIVE PLAN IMPLEMENTATION TABLE									
Action	Action Summary	Lead Agency	Ongoing	Short Term	Mid Term	Long Term	High Priority	2024 Updates	Future Recommendations
H11	Welcome package for new residents.	Town Administrator			X			This was done; however, we are looking to make this electronic and available on the town's website.	
Economic Development									
E2	Final phases of University Station	Town Administrator, Economic Development	X					All the parcels at University Station have been purchased, with Dana Faber and Homes 2 purchasing the last two.	
E19	Implement Town-wide electronic permitting	Town Administrator, Economic Development	X					This has been implemented and is being used by our land use departments.	
Natural & Cultural Resources									
NC24	Consider developing master calendar listing of events & activities.	Town Administrator, Economic Development, Recreation		X					Mid-Term
Community Facilities									

COMPREHENSIVE PLAN IMPLEMENTATION TABLE									
Action	Action Summary	Lead Agency	Ongoing	Short Term	Mid Term	Long Term	High Priority	2024 Updates	Future Recommendations
CF1	Renovation & expansion of Town Hall, accessibility improvements.	Town Administrator, Facilities Management	X			X	X	<ul style="list-style-type: none"> We have had an ADA Accessibility Study for town facilities, which is targeted to be shared with the Select Board this fall. There have been some improvements to Town Hall. Office Spaces - with the moving of departments. All four restrooms are now single-use, gender-neutral. Sustainable efforts to install mini-splits on the second floor. Updated security with cameras and access controls. 	
CF21	Implement electronic permitting for all departments.	Town Administrator, All Depts.	X						
CF24	Devote staff to website updates and communications.	Town Administrator, All Depts.			X			The website has been updated and will be worked on by departments as we go forward.	
Open Space & Recreation									
OS5	Collaborate with Hale to permanently protect land.	Town Administrator, Finance	X				X	There was a strong push to reach an agreement; however, in the end, Hale decided not to enter into an agreement with both the towns of Westwood and Dover.	
Transportation									
T17	Conduct a Town-wide cut-through study.	Town Administrator, Public Works,			X				

COMPREHENSIVE PLAN IMPLEMENTATION TABLE									
Action	Action Summary	Lead Agency	Ongoing	Short Term	Mid Term	Long Term	High Priority	2024 Updates	Future Recommendations
T20	Pursue underground utilities.	Town Administrator				X		This is discussed with new town projects. Since the town does not own utility lines or poles, an agreement regarding the costs would need to be reached with the utility companies or a developer.	
T21	Study ability of power grid to handle electric vehicles.	Town Administrator, Energy Manager			X				
Sustainability & Resiliency									
S1	Develop Climate Action & Resiliency Plan.	Town Administrator, Public Works, Fire, Police, Conservation, Planning Staff		X			X	This effort is being led by the Community and Economic Development Department.	
S2	Consider climate change in all Town decisions.	Town Administrator, Select Board, All Departments	X				X	Ongoing	
S5	Consider creating a sustainability manager/planner position.	Town Administrator			X		X	A position was created but not filled, and as part of the FY2025 budget, that position was cut.	
S16	Consider electric vehicle stations for public use throughout Town.	Town Administrator, Facilities Management		X			X	This is planned for the Police Station, Wentworth Hall, and the Main Library.	
S21	Facilitate walking and carpooling to work and school.	Town Administrator, School Dept.	X	X			X		
R5	Expand the Emergency Planning Committee.	Town Administrator, Fire, Health		X				We are part of a Regional Emergency Planning Committee; however, in Westwood, we have begun a review of our plans, the makeup of the team, training, and presentations.	

COMPREHENSIVE PLAN IMPLEMENTATION TABLE									
Action	Action Summary	Lead Agency	Ongoing	Short Term	Mid Term	Long Term	High Priority	2024 Updates	Future Recommendations
R8	Communicate importance of resiliency planning.	Town Administrator		X			X	The Community and Economic Development Department led this effort, which resulted in a recently updated plan.	
R9	Identify local businesses and community partner entities for emergency situations.	Town Administrator		X				This will be done as part of our Emergency Planning improvements.	
R10	Improve community engagement skills of Health, Police, and Fire.	Town Administrator, Fire, Police, Health		X				We continue to look to improve our engagement efforts throughout the town.	
R11	Build broad stakeholder networks including social, behavioral health, community orgs, health.	Town Administrator, Fire, Police, Health		X					
R15	Facilitate “neighbors helping neighbors” groups.	Town Administrator, Health			X				
R16	Promote cooperation with nearby towns.	Town Administrator			X			<p>We continue to work with our neighboring towns,</p> <p>For example:</p> <ul style="list-style-type: none"> • Westwood has joined the West Suburban Veterans’ District. • Westwood is also partnering with the Town of Dedham to provide our animal control services. • In addition, the town has agreed with Norfolk County to provide Sealer of Weights and Measure services. 	